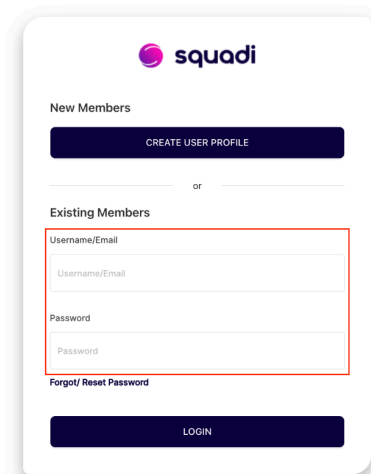


## Help Guide for Team Managers

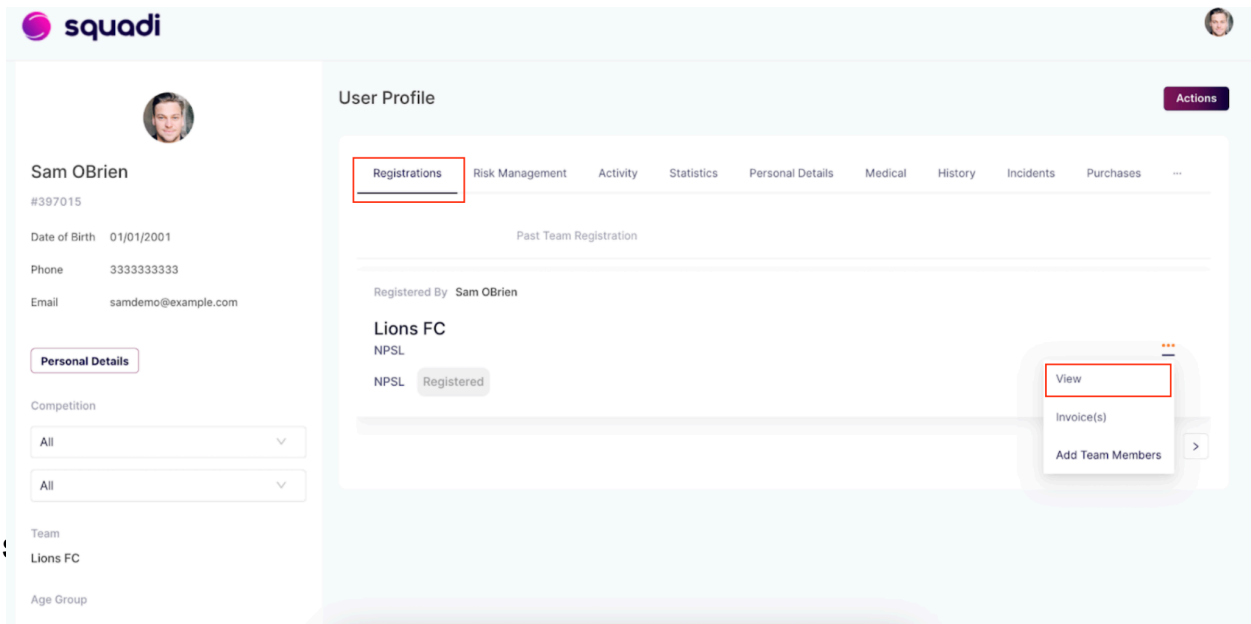
### How to Invite Players to register into your team

**Step 1:** Log into your user profile via <https://registration.squadi.com/login>



The screenshot shows the Squadi login interface. At the top is the Squadi logo. Below it, under 'New Members', is a dark blue button labeled 'CREATE USER PROFILE'. Below that is the word 'or'. Under 'Existing Members', there are two input fields: 'Username/Email' and 'Password', both with placeholder text. Below the password field is a link for 'Forgot/ Reset Password'. At the bottom is a dark blue button labeled 'LOGIN'.

**Step 2:** Select the **Registrations** tab, hover over the 3 dots on the right hand side and select **View**



The screenshot shows the user profile page for Sam O'Brien. On the left is a sidebar with the user's name, ID, and contact information. The main area is titled 'User Profile' and has a navigation menu with tabs: 'Registrations', 'Risk Management', 'Activity', 'Statistics', 'Personal Details', 'Medical', 'History', 'Incidents', and 'Purchases'. The 'Registrations' tab is selected and highlighted with a red box. Below the tabs, it shows 'Past Team Registration' and 'Registered By Sam O'Brien'. Underneath, it lists 'Lions FC' and 'NPSL' with a 'Registered' status. On the right side of the main area, there is a 'View' button highlighted with a red box, and a '3 dots' menu icon. A dropdown menu is open from the '3 dots' icon, showing options: 'View', 'Invoice(s)', and 'Add Team Members'.



**Tom Hanks**  
#394426  
Date of Birth 01/01/2001  
Phone 3082908282  
Email tom.hanks@gmail.com

**Personal Details**

Competition  
All

Team  
Hanks

Age Group

User Profile

Actions

- Registrations
- Risk Management
- Activity
- Statistics
- Personal Details
- Medical
- History
- Incidents
- Purchases
- ...

Registrations > Team Members

+ Add Team Members

Team: Hanks

Name	Status	Membership Type	Paid Fee	Pending Fee	Action
Julie James	Registered	Player	\$11.00	\$0.00	...
Hariette Jones	Registered	Coach	\$11.00	\$0.00	...
Greta Thun	Invited	Player	\$0.00	-	...

< 1 >

**Step 4:** To invite players, select their role and enter at least their **First Name** and **Mobile OR Email**.

Add Team Members

**Team Member**

I am paying all fees for this member

Type\*

**Tournament - Player**  Tournament - Manager

First Name\*

Last Name

Mobile Number

Email

+ Add Team Member

Cancel

Save

**Step 5: SUBMIT** the Registration. The user will then receive an email to complete their Registration.

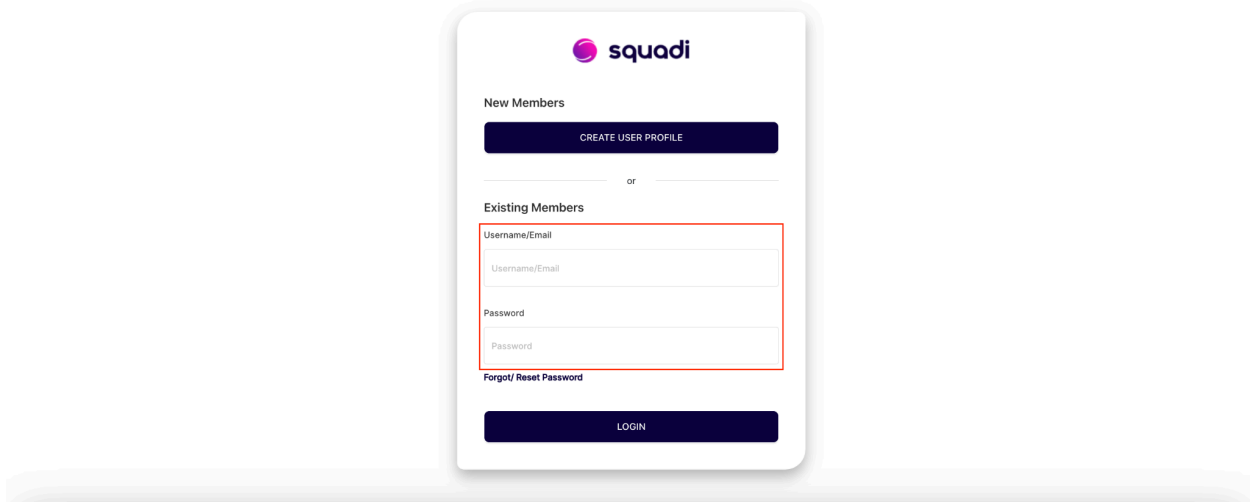
The screenshot shows the Squadi user interface. At the top left is the Squadi logo. The main content area is divided into two columns. The left column, titled "Secure Payment Options", contains the text "There is no payment required" and "You must press SUBMIT to complete your Registration." Below this text is a purple "SUBMIT" button, which is highlighted with a red rectangular box. To the right of the text is an "Edit" link. The right column, titled "Your order", shows the order details for "the beasts - Vikings Challenge". It includes a table with the following items and amounts:

Item	Amount
Sub-total	\$0.00
GST	\$0.00
<b>Total</b>	<b>\$0.00</b>
Transaction/Technology Fee	\$0.00
<b>Total Payment Due</b>	<b>\$0.00</b>

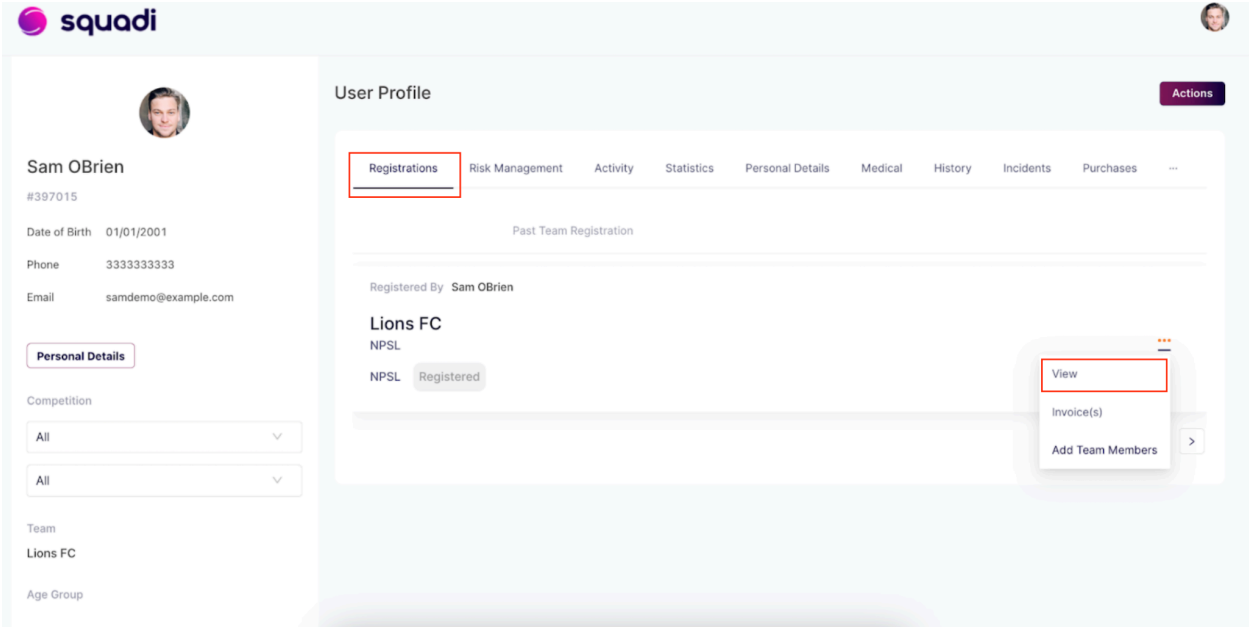
Below the table is a "BACK" button.

# How to Manage your Player Registrations

Step 1: Log into your user profile via <https://registration.squadi.com/login>



Step 2: Select the **Registrations** tab, hover over the 3 dots on the right hand side and select **View**



You can monitor the invited players and if they have registered or not yet.

**Invited** = invited to register, has completed registration invitation

**Registered** = has completed their registration

The screenshot shows the user profile for Tom Hanks. On the left, there is a personal details section with fields for Date of Birth (01/01/2001), Phone (3082908282), and Email (tom.hanks@gmail.com). The main content area is titled "User Profile" and contains a "Registrations > Team Members" section. A table lists team members for "Team: Hanks":

Name	Status	Membership Type	Paid Fee	Pending Fee	Action
Julie James	Registered	Player	\$11.00	\$0.00	...
Harriette Jones	Registered	Coach	\$11.00	\$0.00	...
Greta Thun	Invited	Player	\$0.00	-	...

You can also **re-send invites** (via email or phone number), copy **unique registration url** or **remove players** from the team via the same page by selecting the 3 dots and clicking the relevant action.

The screenshot shows the user profile for Jason Born. The main content area is titled "User Profile" and contains a "Registrations > Team Members" section. A table lists team members for "Team: the beasts":

Name	Status	Membership Type	Paid Fee	Pending Fee	Action
Hamish Kim	Registered	Player	\$0.00	\$0.00	...
Benny	Invited	Player	\$0.00	-	...

A dropdown menu is open for the "Invited" player Benny, showing the following options:

- Remove from Team
- Send Invite Again
- Unique URL